

Quality Data

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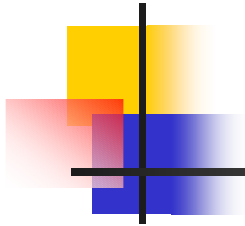
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What Are Quality Data

Data that are:

- Accurate
- Timely
- Useful
- Secure

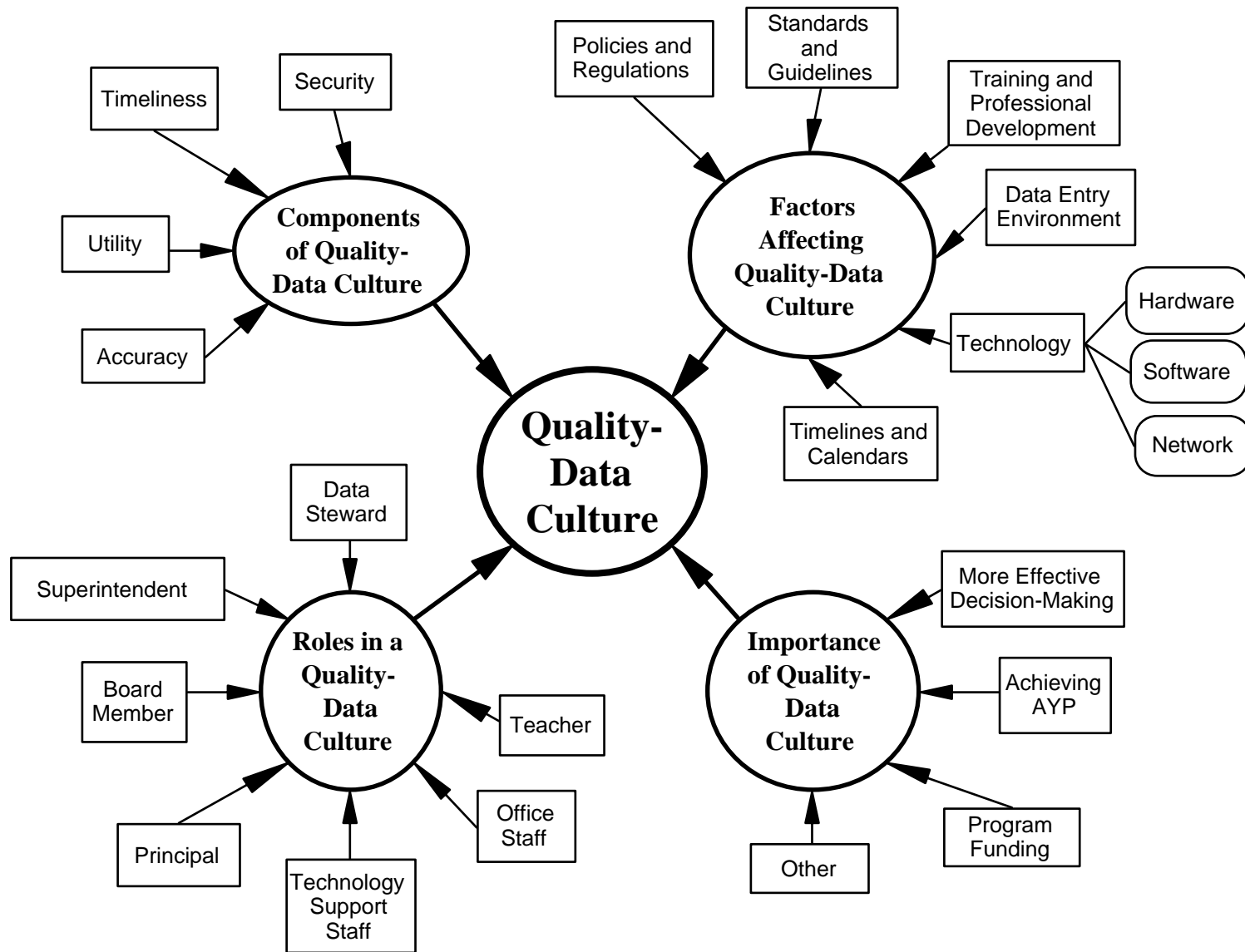


Culture of Quality Data

A belief that good data are an integral part of teaching and learning

A belief that everyone in a school is responsible for quality data

Quality-Data Culture Concept Map





Self Assessment

School and District Levels

- Policies and regulations
- Standards and guidelines
- Training and professional development
- Timelines and calendars
- Technology
 - hardware, software, network
- Data environment



Data Security

- Passwords
- Physical security
- E-mail
- Working at home
- Written agreements
 - Researchers
 - Vendors
 - Written security practices



Data Security

Computers—old/new

Timeout procedures

Wireless networks

Backup system

Audit trail

Anti virus and anti spy ware

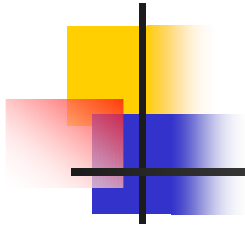
Plan for reacting to security breaches



Family Education Rights and Privacy Act

FERPA

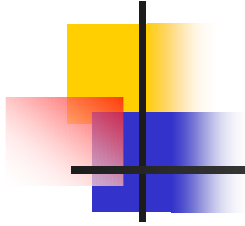
Quiz



Data Entry Practices

Physical Environment

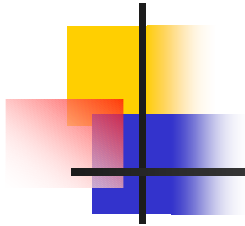
- Work space
- Position of desks
- Computer screens – directions
- Secure computer access



Data Calendar

Deadlines – federal, state, and district reports

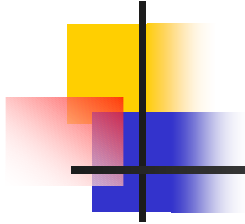
Lead time needed to generate various reports



Data Calendar

Timeframes within which data-based curricular, instructional, and program decisions are made

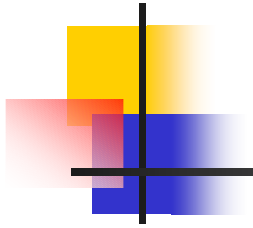
Lead times needed to be sure data needed for decisions are up-to-date and accurate



Data Calendar

Staff involved in entering or correcting data

Other major events affecting the availability of the staff for data entry, data analysis, or data correction efforts



Data Dictionary

Data element

Definition

Format

Authoritative source



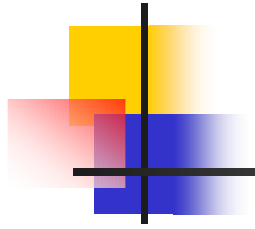
Business Rules

- Arithmetic checks
- Logic checks
- Edits
 - Ages and DOB within reason?
 - Required fields complete?
 - Codes valid?
 - Summary statistics reasonable
 - Two students have the same ID?



Data Steward or Data Coordinator

- Coordinate the data collection process
- Establish data-audit procedure
- Develop data collection and reporting calendar
- Implement data needs analysis
- Develop and disseminate data dictionary
- Compile business rules
- Develop and disseminate data entry standards



Data Steward or Data Coordinator

- Provide professional development
- Resolve discrepancies in information
- New reports or modifications of reports
- Collaborate with curriculum coordinator and staff from other educational program areas (special education, assessment, etc.)